

## **Annexure-A**

### **Details of the Organisation:**

#### **1. Introduction**

- a. Name of the organization–
- b. Acronym of the organization, if any –
- c. Registered Office Address of the organization –
  - i. Complete Address:
  - ii. Mail:
  - iii. Landline:
  - iv. Visiting office time:
- d. Contact Person
  - i. Name –
  - ii. Designation / Title –
  - iii. Telephone No - Landline –  
Mobile –  
Email –
  - iv. Address of Contact Person, if different from (c) –

#### **2. Identity/ Legal Status**

- i. Is organization registered- Yes \_\_\_ No \_\_\_
- ii. If yes, Under Society Act- \_\_\_\_\_ Under Trust Act \_\_\_\_\_  
Under Company Act \_\_\_\_\_ If any other, specify \_\_\_\_\_  
(Section -25)Year of registration–
- iii. Year of registration
- iv. Since how long it is operational (No. of years)–
- v. Operational area of the organization  
State/s– (only indicate the number)  
District/s– Block/s– Village/s–
- vi. Whether it is registered under Income Tax- Yes \_\_\_\_\_ No \_\_\_\_\_
- vii. Whether organization is registered under FCRA- Yes \_\_\_\_\_ No \_\_\_\_\_

**3. Governance**

- i. What are VMG (vision, mission, goal) of the organization – (Attach annual reports for the previous 3 years)
- ii. Are those reflected in the program taken by the organization: **(Yes/No)**
- iii. What are sources of fund for the organisation  
 Corpus \_\_\_\_\_ Endowment Donation \_\_\_\_\_ Govt. grant \_\_\_\_\_  
 Donor’s grant, if others specify (Foreign) \_\_\_\_\_

**4. Management /Administration**

- a) Briefly mention administrative set up below (Chief Executive – flow chart)
- b) Are role and responsibility of staff clearly defined Yes \_\_\_\_\_ No \_\_\_\_\_
- c) Ares staff issued with letters of appointment /contract Yes \_\_\_\_\_ No \_\_\_\_\_

**5. Financial Management**

- i. Whether audit by external auditors (Yes/ No)
- ii. Do you have system of Internal control - Yes No
- iii. If yes, specify -
- IV. What financial statements are prepared organization–  
 Balance sheet  
 Receipt & Payment  
 Income & Expenditure  
 Cash flow statement  
 Other specify

**Financial Particulars of the Agency**

Financial Year	Turnover from Professional Services	Turnover from otherActivities	Total Turnover	Income tax return filed (yes/ no)
2021-22				
2022-23				
2023-24				

- Attach copies of Receipts & Payments, Income & Expenditure and Balance Sheet for these years
- Please attach last three assessment years Income Tax Return receipt (Kindly attach Xerox copy of PIN & TIN certificate)

## 6. Management / Administration

- i. Briefly mention administrative set up below CEO/ Managing Director – (flow chart)
- ii. Are role and responsibility of staff clearly defined: (Yes/ No)
- iii. Are staff issued with letters of appointment / contract: (Yes/ No)  
[Please attach relevant documents in the attachment]

### Audited Balance Sheet

Financial year	Audited Balance sheet submitted (Yes/No)	Remarks
2021-22		
2022-23		
2023-24		

## 7. Personnel / Staff (Current status)

- i. Total number of staffs–
- ii. No. of permanent staffs – (M / F)
- iii. No. of temporary staffs– (M / F)
- iv. No. of technical / professional staffs (M / F) please specify

### Details of Staffs to be appointed for the Project

Name	Position	Engaged since (year)	Qualification

(CVs to be attached for proposed staffs)

## 8. Work Experience

- a. Was the organisation black listed any time? If yes, provide the details
- b. Key Focus areas of work of the organization in the proposed district

District Name	Block Name	Focus Area	No of Years of Experience	Coverage (No of Acres)	Partner Agency (Govt/ Donor / NABARD etc)

**c. Previous experience in working with Government departments in the proposed district**

Project	Name	Coverage (No. of HHs)	Coverage in Acrea	Coverage (No. of HHs)

**d. Experience in working with Community Based Organisations : (CBO/FPO/Farmer groups) in the proposed district**

- i) Has the organization worked with eligible CBO/FPO/Farmer groups in the past : Yes/No
- ii) Please briefly describe your work with community organization within the district proposed in last 3 years ?

Block Name	CBO/FPO/Farmer Groups name	Year	Activity	Converge (No. of HHs)	Financial transaction

**e. Do you have any similar production related projects mentioned in the proposed district**

- a. Hybrid Maize Production
- b. BT Cotton Promotion (Yes/No)
- c. Eucalyptus plantation (Yes/No)
- d. Lemongrass (Yes/No)
- e. Any other crop with hybrid seeds (Yes/No)

**f) Experience in working on Organic/Ecological Agriculture in last 3 years**

(i) Briefly describe :

District Name	Year	Project Name	Crops	No. of years of experience	Coverage in Acres	Converge (No. of HHS)



- **Please mention any other achievements related Organic Farming in the proposed district ?**

- **Please give three reasons why your organisation is the best organisation for promotion of organic agriculture in the district ?**

- **Have you work with farmers on PGS certification or third party certification? If yes, please provide details.**

- **Are you registered as Regional Council with National Centre for organic farming? If yes please provide details.**

This is to certify that the information given above are true to the best of my knowledge and believe.

**Authorised Signatory and Seal**

**Note below:**

**Required supporting documents should be attached with Annexure A.**

**UNDERTAKING**

[On the letter head of the Organization regarding Ineligibility of the Bidder and non-blacklisting]

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs)/ any Indian or international donor and I/we are not blacklisted by any authority during the recent past.

**Yours sincerely,**

**Authorized Signature** [In full and initials]:

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Declaration**

**(On the letter head of the organization)**

I, Shri \_\_\_\_\_ Authorised signatory/Director of \_\_\_\_\_ (Name of the Agency), competent to sign this declaration and execute this tender;

- a. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them
- b. The information and documents furnished alongwith the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any state besides liabilities towards prosecution under appropriate law.

**(Signature of Authorised Representative with seal)**

**Place** .....

**Date** .....





